

Step-by-step guide to Leaves of Absence (U.S.)

Who should apply?

You should apply for a leave of absence, if you:

- Have been absent from work without a pre-approved vacation or sick time.
- Have a planned medical-related work absence (surgery, pregnancy, etc).
- Need to care for a family member due to medical reasons.

Colleagues are NOT required to use available Vacation and Sick time before applying for leave.

Leave types

- **Long-Term Disability**
If enrolled, provides disability benefits from week 13 through retirement, if medically supported.
- **Family and Medical Leave**
Provides up to 12 weeks of continuous or intermittent leave for a personal medical condition, to care for an ill or injured qualifying family member, or in the case of birth, adoption, and foster placement, or up to 26 weeks to care for a military service member.
- **Personal Leave**
Allows unpaid leave for reasons not covered under FMLA or other types of leaves of absence.
- **Employee's Own Illness**
Allows for unpaid leave if a colleague is denied disability or ineligible for Family Medical Leave.
- **Maternity**
Up to 12 weeks of paid leave, plus an additional week of extended leave for the birthing parent.
- **Parental Bonding**
A week of paid leave for the non-birthing parent.
- **Military Leave**
Leave for active duty, inactive duty training, reserve, and National Guard duty for the U.S. uniformed services.

View RTX's leave policies on [My RTXHR](#).

Disability

Wage Replacement

Short-Term and Long-Term Disability provide wage replacement when absent for an approved medical-related leave.

FML

Job Protection

The Family and Medical Leave (FML) Act provides for up to 12 weeks of job-protected leave when absent due to an approved personal or family member's medical concern (up to 26 weeks for military caregiver). Find out more [here](#).

You may qualify for both Disability and FML Leave.

These programs run concurrently.

Many states have state-sponsored disability or FML programs. If this applies to you, AbsenceOne will provide guidance for your state.

Inform your Manager

Discuss your potential leave with your Manager as soon as you're able.

Gather documentation

Gather required documentation - more details on page 2! For personal medical conditions, you will need your medical provider's contact information.

Submit your leave request online or by phone

AbsenceOne.com/RTX
855-205-5852

Complete all paperwork

Complete all forms and submit all requested information in a timely manner to ensure your request is processed efficiently. Recertification may be required during your leave.

Delays in paperwork will result in delays in any applicable pay processing while on leave.

Ready to return to work?

Inform AbsenceOne of your expected return to work date as soon as possible.

If your leave is related to a personal medical condition, submit your medical return-to-work release to RTXDocs@Sedgwick.com at least 7 days prior to your effective return to work date.

Work accommodations will take additional time for approval.

All colleagues, regardless of state of residency, **should apply for a leave of absence through AbsenceOne if absent from work** and not covered by a pre-approved paid time-off or sick leave.

Leave documentation

- If your absence is related to your own medical condition, your medical care provider's name, address, fax and telephone numbers.
- Reason for your absence:
 - Symptoms and/or diagnosis
 - Circumstances surrounding your leave request
- Your last day worked, first day absent from work, and anticipated return-to-work date.

Waiting period for Short-Term Disability benefits

Wage replacement benefits under short term disability begin on day 1 if due to an accident or if hospitalized for 24 hours or more. For birthing parents on maternity leave prior to giving birth, the benefits begin on day 8 or the day prior to the birth, whichever comes first. For all other medical conditions not requiring hospitalization, disability benefits begin on day 8 of your disability leave.

Use of accrued paid time off

You may use accrued paid time off (PTO) during the Short-Term Disability waiting period **ONLY**. Accrued paid time-off cannot be used while receiving disability payments. If not receiving disability payments, accrued paid time off may be used during your leave. You will need to work with your Manager to input your PTO request into Workday.

If you are denied a leave of absence

Your leave of absence request may be denied depending on your circumstances. If denied, you may qualify for Rentokil's Personal Leave or Employee's Own Illness. Contact AbsenceOne for more information on your leave denial and next steps.

Payment of your paid leave benefits

Unless receiving direct payments from your state of residence, paid leave benefits will be processed and paid through RTX Payroll. RTX disability benefits will be reduced by national, state or local leave benefits you are entitled to receive.

Your health benefit premiums while on leave

Premium deductions for enrolled benefits will continue while on a paid leave. If your leave is unpaid or you are solely receiving payments directly from your state of residence, you will be direct billed for premium payments. Read the [Benefits While on Leave Policy](#) to learn more.

No longer need to take a leave of absence?

If you applied for leave and no longer need the time off, make sure to connect with AbsenceOne to close out your claim to avoid potential issues with payroll processing.

Submit your leave request

Submit your leave request **online** or **by phone** with a Leave Specialist.

AbsenceOne.com/RTX
855-205-5852

Is your leave due to a birth or adoption?

Submit a **Life Event** within 30 days of the event to add your child to your benefits.

Contact the **Benefits Service Center** at **800-901-9025** (follow the prompts for Benefits and Health & Welfare) to submit your life event **TODAY!**

Don't forget!



Notify AbsenceOne **at least 7 days prior to your return to work.**

If on a medical leave, a medical return-to-work release **is required.**

Important Links

- [Employee Assistance Program](#)
- [Insurance Provider Contacts](#)
- [Insurance ID Cards](#)

Questions?

Contact HR Shared Services at 800-901-9025 or email myhr@rentokil-terminix.com.

If your direct report is unable to submit their leave request, you can provide leave claim information to AbsenceOne on their behalf.

Status update emails

Throughout the application process, you will receive emailed status updates from RTXClaims@Sedgwick.com as the request is processed:

- when the colleague submits their disability and leave request
- when/if any details of the claim request change (approval, extension, etc.)
- when the colleague submits the return-to-work paperwork

No action is required, these notifications are for informational purposes only.

Preparing for your direct report's return-to-work

➔ Medical Return-to-work Release

Colleagues on leave due to a personal medical condition must submit a **medical release** to RTXDocs@Sedgwick.com at least **7 days prior** to their return-to-work date.

➔ Work Accommodations

AbsenceOne will coordinate work accommodation approval with our Colleague Relations Team, you, and your Human Resources Business Partner (HRBP).

Colleagues CANNOT return to work prior to their medical release date or work accommodation approval!

Return-to-work confirmation

To close out your direct report's leave request, **you must confirm the effective date your direct report returned** to work by replying to AbsenceOne's confirmation request.

Don't forget this step!

To ensure colleagues can return to work safely:

- When returning from an approved disability or leave due to a personal medical condition, a **doctor's note/return-to-work release must be submitted** to AbsenceOne **7 days prior to a colleague's return to work**.
- If **accommodations** are needed, AbsenceOne will work with our Colleague Relations team to approve any accommodations. (**Note:** Accommodations approval may take additional time to process.)
- Colleagues **CANNOT** return to work prior to the date on their return-to-work release/doctor's note or prior to accommodation approval.

Return-to-work releases can be uploaded via AbsenceOne.com/RTX or emailed to RTXDocs@Sedgwick.com.

Questions on a claim status?

At any time during your colleague's leave, you can email RTXClaims@Sedgwick.com or login to AbsenceOne.com/RTX to review claim status and or contact AbsenceOne for information on the leave status.

For more details on using the AbsenceOne site to view your colleagues' claim status, refer to the [AbsenceOne Reference Guide for Managers](#).

Medical Return-to-work release

For colleagues on leave due to a personal medical condition or injury, medical return-to-work releases, signed by a medical professional and approved by AbsenceOne **are REQUIRED to process and update the colleague's status in Workday**.

Direct or assist the colleague to email the document to RTXDocs@Sedgwick.com or upload to AbsenceOne.com/RTX at least 7 days prior to the effective return-to-work date.

Colleagues that do not supply a return-to-work release in a timely manner may have their pay delayed.

Need help?

Contact HR Shared Services at 800-901-9025
or email myhr@rentokil-terminix.com.